

**DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
CUSTODIAN FULL TIME
NORWALK BRANCH OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Locations: Norwalk Branch Office

Job Posting No: 44295

Hours: Tuesday – Saturday, 37.5 hours

Salary: Starting hourly pay: \$15.11, after completion of a 979 hour working test period: hourly pay increases to \$16.79 an hour.

Closing Date: September 6, 2013

Examples of Duties:

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; maintain lawn, parking lots sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

Knowledge Skills and Abilities:

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

General Experience:

Any experience and training which would provide the knowledge, skills and abilities listed above.

Special Requirement:

Incumbents in this class may be required to possess appropriate current licenses or permits.

Physical Requirement:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required

Working Conditions:

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Complete an Application for Employment (CT-HR-12) indicating Custodian on the Job Title line. Mail to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded from www.das.state.ct.us/exam. Applications can also be sent by fax to (860) 263-5576, or e-mail: Anthony.Webb@ct.gov. Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.